

CM-ECF ATTORNEY/TRUSTEE DOCUMENT LOCATION LIST

The following list was developed as a resource to help locate documents within ECF. The type of document is listed in alphabetical order.. Motions and Applications are listed alphabetical **M** for motions. Bankruptcy and Adversary documents are interchangeable. Helpful instructions can be found within the category “Events Hyper-Link”.

USER(S) Attorney - Trustee -Both Attorney /Trustee

PICK-LIST: Refers to the blank box at beginning of the docket entry.

HINT: Use find and replace locate under “edit” and type in event you are looking for.

Document/Event	Main Menu Hyper-Link	Events Hyper-Link	User(s)
20 Largest Unsecured Creditors	Bankruptcy	Miscellaneous	Attorney
341 Meeting of Creditors Held	Bankruptcy	Trustee/US Trustee-Trustee’s 341/Batch	Trustee
341 Meeting of Creditors Not Held	Bankruptcy	Trustee/US Trustee-Trustee’s 341/Batch	Trustee
Addendum to Record on Appeal	Bankruptcy/Adversary	Appeals	Both
Affidavit	Bankruptcy	Miscellaneous	Both
Affidavit of Default	Bankruptcy	Miscellaneous	Both
Affidavit of Summons Service	Adversary	Complaint/Summons	Both

Amended Answer	Adversary	Answer -Use Amended in drop box to Add Amend to the Answer event	Both
Amended Application	Bankruptcy/Adversary	Motion/Application	Both
Amended Complaint	Adversary	Complaint & Summons	Both
Amended Creditor Matrix	Bankruptcy	Miscellaneous	Attorney
Amended Disclosure of Compensation for debtor(s) Counsel	Bankruptcy	Miscellaneous	Attorney
Amended Disclosure Statement	Bankruptcy	Plan	Attorney
Amended Motion	Bankruptcy/Adversary	Motion/Application	Both
Amended Notice of Motion (sets obj deadline)	Bankruptcy Adversary	Notice	Both
Amended Plan (before Confirmation)	Bankruptcy	Plan	Attorney
Amended Schedules	Bankruptcy	Miscellaneous	Attorney
Amended Statement of Financial Affairs	Bankruptcy	Miscellaneous	Attorney
Amended Voluntary Petition	Bankruptcy	Miscellaneous	Attorney
Answer to Complaint & Counterclaim	Adversary	Answer-Complaint, 3 rd , Cross, Counter	Both

Answer to Complaint & Cross Claim	Adversary	Answer-Complaint, 3 rd , Cross, Counter	Both
Answer to Complaint & Third Party Complaint	Adversary	Answer-Complaint, 3 rd , Cross, Counter	Both
Answer to Counterclaim	Adversary	Answer-Complaint, 3 rd , Cross, Counter	Both
Answer to Cross Claim	Adversary	Answer-Complaint, 3 rd , Cross, Counter	Both
Answer to Intervenor's Complaint	Adversary	Answer -Complaint, 3 rd , Cross, Counter Answer - Complaint, 3 rd , Cross, Counter- Select "Intervenor" from Pick-List	Both
Answer to an Involuntary Petition	Bankruptcy	Answer/Response	Both
Appeal (Notice of) (Also see Cross Appeal)	Bankruptcy/Adversary	Appeals	Both
Appellant Designation	Bankruptcy/Adversary	Appeals	Both
Appellee Designation	Bankruptcy/Adversary	Appeals	Both
Application	SEE MOTIONS/APPLICATIONS		
Appointment Rejection	Bankruptcy	Trustee/US Trustee	Trustee
Assignment of Claim	Bankruptcy	Claim Action & Batch Filing	Both

Brief	Bankruptcy	Miscellaneous	Both
Bond	Bankruptcy	Trustee/U S Trustee	Trustee
Certificate of Service	Bankruptcy /Adversary	Miscellaneous/Batch	Both
Certificate RE: BDRP Conference	Bankruptcy	Miscellaneous	Both
Chapter 7 Trustee's Initial Report	Bankruptcy	Trustee/U S Trustee & Trustee 341 Filings	Trustee
Chapter 7 Trustee's Report of No Distribution	Bankruptcy	Trustee/U S Trustee & Trustee 341 Filings	Trustee
Chapter 7 Final Report & Account Asset -Trustee	Bankruptcy	Trustee/US Trustee	Trustee
Chapter 11 Ballots	BALLOTS ARE NOT DOCKETED	SEE -TALLY OF BALLOTS	
Chapter 9, 11, 12 & 13 Plans	Bankruptcy	Plan	Attorney
Chapter 12 Tr. Final Report & Account	Bankruptcy	Trustee/U S Trustee	Trustee
Chapter 13 Debtor's Interim Business Report	Bankruptcy	Miscellaneous	Attorney
Chapter 13 Tr. Final Report & Account	Bankruptcy	Trustee/U S Trustee/Batch	Trustee
Chapter 13 Trustee's Interim Report	Bankruptcy	Miscellaneous	Attorney
Chapter 13 Trustee's Plan Recommendation	Bankruptcy	Trustee/U S Trustee	Trustee

Claim Recommendation	Bankruptcy	Trustee/U S Trustee/Batch	Trustee
Complaint	Adversary	Opening an AP	Both
Confirmation Hearing Continued	Bankruptcy	Batch	Trustee
Consent	Bankruptcy/Adversary	Miscellaneous	Both
Counterclaim	Adversary	Complaint & Summons	Both
Creditor' Request for Notice	Bankruptcy	Miscellaneous	Both
Cross Appeal	Bankruptcy	Appeal	Both
Cross Claim	Adversary	Complaint/Summons	Both
Declaration (Also see affidavit)	Bankruptcy	Miscellaneous	Both
Disclosure Statement	Bankruptcy	Plan	Both
Disclosure of Compensation of Debtor Attorney	Bankruptcy	Miscellaneous	Attorney
Discovery Report (See Rule 7026)	Bankruptcy /Adversary	Miscellaneous	Both
Equity Security Holders	Bankruptcy	Miscellaneous	Attorney
Exhibits	Bankruptcy	Miscellaneous	Both
Final Report & Account /Asset	Bankruptcy	Trustee/US Trustee	Trustee
First Meeting Held (341)	Bankruptcy	Trustee/US Trustee & Trustee's 341 Filing	Trustee

First Mtg Not Held	Bankruptcy	Trustee/US Trustee & Trustee's 341 Filing	Trustee
First Mtg Held & No Asset Report	Bankruptcy	Trustee/US Trustee & Trustee's 341 Filing	Trustee
First Meeting Rescheduled /Continued	Bankruptcy	Trustee/US Trustee & Trustee's 341 Filing	Trustee
Interim Agreement for Cash Collateral	Bankruptcy	Miscellaneous	Attorney
Interrogatories	Bankruptcy	Miscellaneous	Both
Intervenor's Answer	Adversary	Answer-Complaint, 3 rd , Cross, Counter & Select "Intervenor" from pick list	both
Intervenor's Complaint	Adversary	Complaint/Summons	Both
Involuntary Petition Answer	Bankruptcy	Answer	Attorney
Involuntary Petition (add Party)	Bankruptcy	Miscellaneous	Attorney
Involuntary Petition	Bankruptcy	See Open Bk Case	Attorney
Joint Amended Chapter 13 Plan	Bankruptcy	Plan	Attorney
Jury Demand	Adversary	Miscellaneous	Both
Line	Bankruptcy /Adversary	Miscellaneous/Batch	Both
Matrix	Bankruptcy	Creditor Upload	Attorney

Meeting of Creditors (341) Continued	Bankruptcy	Trustee/US Trustee & Trustee's 341 Filing	Trustee
Meeting of Creditors Held (341)	Bankruptcy	Trustee/US Trustee & Trustee's 341 Filing	Trustee
Memorandum	Bankruptcy /Adversary	Miscellaneous	Both
Memorandum of Law	Bankruptcy /Adversary	Miscellaneous	Both
Modified Plan (after Confirmed)	Bankruptcy	Plan	Attorney
Monthly Report of Operations	Bankruptcy	Miscellaneous (See Operating Report or Ch. 13 Interim Business Report)	Both
Motions/Applications (listed alphabetically)			
-- Abandon	Bankruptcy /Adversary	Motion/Application	Both
-- Accounting	Bankruptcy/Adversary	Motion/Application	Both
-- Adequate Protection	Bankruptcy/Adversary	Motion/Application	Both
-- Administrative Expenses	Bankruptcy/Adversary	Motion/Application	Both
-- Allow Claim	Bankruptcy/y	Motion/Application	Both
-- Allow Payment Arrearage	Bankruptcy	Motion/Application	Both
-- Amended Application	Bankruptcy/Adversary	Motion/Application	Both

-- Amended Motion	Bankruptcy/Adversary	Motion/Application	Both
-- Appear Pro Hac Vice	Bankruptcy /Adversary	Motion/Application	Both
-- Appointment of Creditors Committee	Bankruptcy	Motion/Application	Both
-- Appoint Trustee	Bankruptcy	Motion/Application	Both
-- Assume/Reject	Bankruptcy	Motion/Application	Both
-- Avoid Lien & Notice of Motion (set obj deadline)	Bankruptcy	Motion/Application	Both
-- Borrow	Bankruptcy	Motion/Application	Both
-- Change Venue	Bankruptcy/Adversary	Motion/Application	Both
-- Compel	Bankruptcy/Adversary	Motion/Application	Both
-- Compensation	Bankruptcy	Motion/Application	Both
-- Compromise Controversy	Bankruptcy/Adversary	Motion/Application	Both
-- Consolidate	Bankruptcy/Adversary	Motion/Application	Both
-- Consolidate Hearing for Trial	Bankruptcy /Adversary	Motion/Application	Both
-- Contempt	Bankruptcy/Adversary	Motion/Application	Both
-- Continue Confirmation Hearing	Bankruptcy /Adversary	Motion/Application	Both
-- Continue Hearing	Bankruptcy /Adversary	Motion/Application	Both

-- Continue (341) Meeting of Creditors		Contact Case Trustee	
-- Convert 7 to 11	Bankruptcy	Motion/Application	Both
-- Convert 13 to 11	Bankruptcy	Motion/Application	Both
-- Convert to 7	Bankruptcy	Motion/Application	Both
-- Convert to 12	Bankruptcy	Motion/Application	Both
-- Convert to 13	Bankruptcy	Motion/Application	Both
-- De-consolidate Case Association	Bankruptcy	Motion/Application	Both
-- Default Judgment	Adversary	Motion/Application	Both
-- Defer Fee	Bankruptcy	Motion/Application	Both
-- Deposit Funds into the Court Registry	Bankruptcy	Motion/Application	Both
-- Deposit Un-Claim Funds	Bankruptcy	Motion/Application	Both
-- Determine Tax Liability	Bankruptcy	Motion/Application	Both
-- Disallowance of an Abandon Claim	Bankruptcy	Batch	Trustee
-- Disallow Claim	Bankruptcy	Motion/Application	Both
-- Dismiss Adversary Proceeding	Adversary	Motion/Application	Both
-- Dismiss Appeal	Bankruptcy /Adversary	Motion/Application	Both

-- Dismiss Case	Bankruptcy	Motion/Application	Both
-- Dismiss Case with Prejudice	Bankruptcy	Motion/Application	Both
-- Dismiss Count	Adversary	Motion/Application	Both
-- Dismiss Document	Bankruptcy/Adversary	Motion/Application	Both
-- Dismiss Party	Adversary	Motion/Application	Both
-- Employ	Bankruptcy	Motion/Application	Both
-- Examination	Bankruptcy	Motion/Application	Both
-- Expedite Hearing	Bankruptcy/Adversary	Motion/Application	Both
-- Extend Exclusivity Period	Bankruptcy	Motion/Application	Both
-- Extend Plan Payments	Bankruptcy	Motion/Application	Both
-- Extend Time	Bankruptcy/Adversary	Motion/Application	Both
-- Extend Time to Objection to Discharge	Bankruptcy	Motion/Application	Both
-- Final Decree	Bankruptcy	Motion/Application	Attorney

-- Fix Claims Bar Date	Bankruptcy	Motion/Application	Both
-- Generic Application	Bankruptcy/Adversary	Motion/Application	Both
-- Generic Motion	Bankruptcy /Adversary	Motion/Application	Both
-- Hardship Discharge	Bankruptcy	Motion/Application	Both
-- Intervene	Adversary	Motion/Application	Both
-- Joint Administration	Bankruptcy	Motion/Application	Both
-- Leave to Appeal	Bankruptcy	Motion/Application	Both
-- Limit Notice	Bankruptcy	Motion/Application	Both
-- Limited Admissions	Bankruptcy	Motion/Application	Both
-- Miscellaneous Relief	Bankruptcy/Adversary	Motion/Application	Both
-- Modify Plan	Bankruptcy	Motion/Application	Both
-- Moratorium	Bankruptcy /Adversary	Motion/Application	Both
-- More Definite Statement	Bankruptcy/Adversary	Motion/Application	Both
-- Pay	Bankruptcy	Motion/Application	Both
-- Pay Filing Fees in Installments	Bankruptcy	Motion/Application	Both
-- Pay Pre-Petition Wages	Bankruptcy	Motion/Application	Both
-- Preliminary Injunction	Bankruptcy/Adversary	Motion/Application	Both

-- Prohibit use of Cash Collateral	Bankruptcy	Motion/Application	Attorney
-- Protective Order	Bankruptcy/Adversary	Motion/Application	Both
-- Quash	Bankruptcy/Adversary	Motion/Application	Both
-- Reaffirmation	Bankruptcy	Motion/Application	Both
-- Reclassify Claims	Bankruptcy	Motion/Application	Both
-- Reconsider	Bankruptcy/Adversary	Motion/Application	Both
-- Recusal	Bankruptcy/Adversary	Motion/Application	Both
-- Redeem	Bankruptcy	Motion/Application	Attorney
-- Reinstate Case	Bankruptcy/Adversary	Motion/Application	Both
-- Relief From Stay & Notice of Motion (sets obj deadline)	Bankruptcy	Motion/Application	Attorney
-- Relief From Stay (Co-Debtor)	Bankruptcy	Motion/Application	Attorney
-- Remand	Bankruptcy/Adversary	Motion/Application	Both
-- Remove Debtor in Possession	Bankruptcy	Motion/Application	Both
-- Reopen Case	Bankruptcy/Adversary	Motion/Application	Both
-- Requesting for Mediation	Bankruptcy/Adversary	Motion/Application	Both
-- Sanctions	Bankruptcy/Adversary	Motion/Application	Both

-- Sell Free & Clear of Liens & Notice of motion (sets obj deadline)	Bankruptcy	Motion/Application	Both
-- Set Hearing	Bankruptcy/Adversary	Motion/Application	Both
-- Set Last Day to File Proof of Claim	Bankruptcy	Motion/Application	Both
-- Sever Case (11,12, 7/13)	Bankruptcy	Motion/Application	Both
-- Shorten Time	Bankruptcy/Adversary	Motion/Application	Both
-- Stay	Adversary	Motion/Application	Both
-- Stay Pending Appeal	Bankruptcy/Adversary	Motion/Application	Both
-- Substitute Attorney	Bankruptcy/Adversary	Motion/Application	Both
-- Summary Judgment	Adversary	Motion/Application	Both
-- Temporary Restraining Order	Bankruptcy/Adversary	Motion/Application	Both
-- To Amend	Bankruptcy/Adversary	Motion/Application	Both
-- To Amend Motion	Bankruptcy /Adversary	Motion/Application	Both
--To Show Cause For Under funding	Bankruptcy	Batch	Trustee

-- Transfer Adversary	Adversary	Motion/Application	Both
-- Transfer Adversary (Intra District)	Adversary	Motion/Application	Both
-- Transfer Case	Bankruptcy	Motion/Application	Both
-- Transfer Case (Intra District)	Bankruptcy /Adversary	Motion/Application	Both
-- Use Cash Collateral	Bankruptcy	Motion/Application	Attorney
-- Vacate	Bankruptcy /Adversary	Motion/Application	Both
-- Vacate Discharge	Bankruptcy	Motion/Application	Both
-- Waive Appearance	Bankruptcy	Motion/Application	Both
-- Waive Pay Order	Bankruptcy	Motion/Application	Both
-- Withdraw as Attorney	Bankruptcy/Adversary	Motion/Application	Both
-- Withdrawal of Reference	Bankruptcy /Adversary	Motion/Application	Both
-- Writ of Habeas Corpus	Bankruptcy /Adversary	Motion/Application	Both
No Asset Report	Bankruptcy	Trustee/US Trustee & Trustee's & 341 filing	Trustee
No Objection to Confirmation	Bankruptcy	Batch & Notice	Trustee

Non Appointment of Creditor's Committee	Bankruptcy	Trustee/US Trustee	Trustee
Notice (Attorney/Trustee Use)	Bankruptcy/Adversary	Notice	Both
Notice of Abandonment	Bankruptcy	Trustee/US Trustee	Trustee
Notice of Appearance & Request for Notice	Bankruptcy/Adversary	Miscellaneous	Both
Notice of Appeal	Bankruptcy/Adversary	Appeal	Both
Notice of Application	Bankruptcy/Adversary	Notice	Both
Notice of Appointing Creditors Committee	Bankruptcy	Trustee/US Trustee	US Trustee
Notice of Appointing Trustee	Bankruptcy	Trustee/US Trustee	US Trustee
Notice of Asset	Bankruptcy	Trustee/US Trustee	Trustee
Notice of Assignment of Claim	Bankruptcy	Claim Action	Both
Notice of Change of Address	Bankruptcy	Notice	Both
Notice of Continuance of Hearing			
Notice of Continuance of Confirmation Hearing			
Notice of Continuance of Meeting of Creditors	Bankruptcy	Trustee/US Trustee	Trustee
Notice of Intent to Sell	Bankruptcy	Notice	Trustee

Notice Merry-go-round	Bankruptcy/Adversary	Batch Filing	Both
Notice of Motion (Sets Obj Deadline)	Bankruptcy/Adversary	Notice	Both
Notice of Service	Bankruptcy	Notice	Both
Notice of Settlement	Bankruptcy/Adversary	Notice	Both
Notice of Stipulated of Dismissal in an Adversary Proceeding	Adversary	Notice	Attorney
Notice of Voluntary Conversion (13 Only) to a Chapter 7	Bankruptcy	Notice	Attorney
Notice of Voluntary Dismissal	Adversary	Notice	Attorney
Objection	Bankruptcy/Adversary	Answer/Response	Both
Objection to Claim	Bankruptcy	Claims Actions	Both
Objection to Confirmation of Plan	Bankruptcy	Batch Filing, Plan Trustee/US Trustee	Both
Objection to Debtors Claim of Exemptions	Bankruptcy	Miscellaneous	Both
Objection to Transfer of Claim	Bankruptcy	Claims Actions	Both
Operating Report (Monthly)	Bankruptcy	Miscellaneous	Attorney
Pre-Trial Memoranda	Bankruptcy/Adversary	Miscellaneous	Both
Proof of Claim	Bankruptcy	File A Claim	Both
Reaffirmation Agreement	Bankruptcy	Miscellaneous	Attorney

Registration of Foreign Judgment	Miscellaneous Petition Case Opening	Adversary	Both
Report of BDRP	Bankruptcy	Miscellaneous	Both
Report of No Distribution	Bankruptcy	Trustee/U.S. Trustee & Trustee's & 341 filing	Trustee
Report of Sale	Bankruptcy	Trustee/US Trustee	Trustee
Request	Bankruptcy/Adversary	Miscellaneous	Both
Request for Hearing	Bankruptcy/Adversary	Miscellaneous	Both
Request for Telephonic Hearing	Bankruptcy	Miscellaneous	Both
Request for Transcript	Contact Court Personal		
Request to Defer Payment	Bankruptcy	Trustee/US Trustee	Trustee
Response	Bankruptcy/Adversary	Answers/Response	Both
Response to Show Cause Order	Bankruptcy	Miscellaneous	Both
Rule 7026/Discovery Report	Bankruptcy	Miscellaneous	Both
Satisfaction of Judgment	Bankruptcy	Miscellaneous	Both
Schedules (A, B, C, etc & A-J)	Bankruptcy	Miscellaneous	Attorney
Section 304 Petition	SEE MISCELLANEOUS PETITION CASE OPENING		
Social Security Number Verification Page	Bankruptcy	Miscellaneous	Attorney

Statement of Financial Affairs	Bankruptcy	Miscellaneous	Attorney
Statement of Intent	Bankruptcy	Miscellaneous	Attorney
Statement of Issues on Appeal	Bankruptcy	Appeal	Both
Status Letter/Report	Adversary	Miscellaneous	Both
Stipulation	Bankruptcy	Miscellaneous	Both
Summary of Schedules	Bankruptcy	Miscellaneous	Attorney
Summons Service Executed	SEE AFFIDAVIT OF SUMMONS	SERVICE	
Summons Service Unexecuted	Adversary	Complaint/Summons	Both
Support Document	Bankruptcy/Adversary	Miscellaneous	Both
Tally of Ballots	Bankruptcy	Miscellaneous	Attorney
Tax Identification Number Verification Page	Bankruptcy	Miscellaneous	Attorney
Third-Party Complaint	Adversary	Complaint/Summons	Both
Trustee's Final Rpt/Acct-Asset	Bankruptcy	Trustee/US Trustee	Trustee
Trustee's No Asset Report	Bankruptcy	Trustee/US Trustee	Trustee
Trustee's No Asset Report & 341 Held	Bankruptcy	Trustee/US Trustee	Trustee

Trustee's Notice of Assets	Bankruptcy	Trustee/US Trustee	Trustee
Trustee's Rejection of Appointment	Bankruptcy	Trustee/US Trustee	Trustee
Trustee's Report of Sale	Bankruptcy	Trustee/US Trustee	Trustee
Trustee's Zero Balance Report	Bankruptcy	Trustee/US Trustee	Trustee
Uploading A Creditor's Matrix	Bankruptcy	Creditor Maintenance	Attorney
Withdrawal of Claim	Bankruptcy/Adversary	Claim Action	Attorney
Withdrawal of Document	Bankruptcy/Adversary	Miscellaneous	Both